

**Draft Minutes of KTC Board Meeting  
September 20th, 7:00-9:00 p.m.  
In person at the KTC Clubhouse**

Present: Julius Breza-Boski, David Corrigan, Tracey Corrigan, Jeff Elwood, Abby Lincoln, Donna Lounsbury (Chair), Taco Meuter, Simon van der Plas, Alma Thayer, Gary Wilson (Secretary), Asia Zolnierczyk (arrived 8:00 p.m.)

Regrets: Nadia McCarthy

**2023 Nominating committee**

Email vote Sept. 9, 2023 to appoint the Nominating committee for 2023 according to by-law 5.05 Election c.

**Moved by Alma, seconded by Gary** that David Corrigan and Tracey Corrigan, directors and Maria Constandinou, a non-director, be appointed to join Alma on the 2023 Nominating committee. **Carried.**

Donna opened the meeting at 7:00 p.m.

Agenda approved.

Minutes of August 15, 2023, meeting approved.

**President's report**

This season has seen many successes:

- Conor Casey's private lessons and clinics have been well-received by both adults and juniors
- summer camp survey showed strong parental satisfaction
- adult and junior tournaments were well-organized
- clubhouse has started to host events, e.g., U.S. Open watch
- members are very pleased with our new membership management system, CourtReserve
- courts 1 and 7 were resurfaced, manuals have been updated, our finances are strong

These achievements resulted from the collaborative work of Board members.

Tony Roth of the Kingston Racquet Centre is planning to hold an open house exclusively for KTC members. It was agreed to forward the KRC draft of the invitation to our members.

## **Recurring Event Schedule**

The Board discussed Tracey's proposed schedule for club tournaments and other events for 2024 to 2026 which she had distributed to directors earlier this summer.

Her rationale: It is key to our club's success that we manage our event schedule more efficiently. Creating a template for annual compulsory events would reduce the likelihood of conflicts with facility/court improvements and having an established timeframe ensures all stakeholders (board, committees, KTC members, staff) are all on the same page. For those committees planning optional events (KTC Cup, Switch Doubles, etc.), it will provide a clear timeline for them to plan around accordingly

**Moved by Julius, seconded by Tracey** to incorporate the discussed amendments into the proposed schedule. Carried. (Julius will distribute the revised schedule (attached) to directors.)

## **Centenary celebration**

Possible dates for a gala in late June or early July were raised. Abby will discuss timing with Tracey and others and will report at the next Board meeting.

## **Nominating committee** (report attached)

Alma reported on behalf of other committee members - David Corrigan, Maria Constandinou, Tracey Corrigan - that they're approaching members about running for the Board at November's AGM. The approach they're using is to point out to prospective directors that if they can't commit to the Board they might be able to participate on one of our committees.

## **2023 Annual General Meeting**

Donna reminded directors our AGM is scheduled for November 22 in the auditorium of the Ongwanada Resource Centre. We're planning a hybrid meeting that members can attend in person or online. How each group votes during the meeting will have to be determined.

Donna asked committee chairs to submit reports of their activities this season by November 1 for the Annual Report to members. Organizing the AGM will be an important subject for discussion at the October Board meeting.

## **Programs** (report attached)

## **Junior Tennis Camp Survey** (separate document)

David reported on the survey which Tracey sent out shortly after the camps ended. The approximately 35 responses showed parents being pleased with their children's enjoyment of the activities and many planning to register again next summer.

A couple areas for attention are the protocol for signing in and out of campers, and the scheduling of instructors' time around breaks. Rishi should be made aware of the survey results and, if he's planning to return next year, can be involved in discussing with Programs committee about any changes.

David also raised the possibility Jean Côté, a professor in the School of Kinesiology and Health Studies and KTC member, might be interested in using our summer camps as a field of study for the interaction of parents, children and instructors in developing sports skills.

### **Court scheduling for 2024 season** (report attached)

Tracey led a discussion about whether since this season because of the camps running 9 a.m. to 4 p.m. we should try having a schedule for the courts they use – 4 to 7 – and one for the other courts, 1-to 3 and 7. There were no complaints about the difference in booking this season once members became familiar with the variation between on hour and half-hour. Conor's scheduling of clinics on courts 2 and 3 might be a concern.

**Moved by Tracey, seconded by Asia** to establish two schedules for the entire 2024 season with Courts 1, 2, 3 and 7 available to be reserved on the half hour from 7:30 a.m. to 10:30 p.m. and Courts 4, 5, 6 available to be reserved on the hour from 7:00 a.m. to 10 p.m. **Carried.**

### **Operational Workload Committee**

Donna encouraged as many directors as possible to attend a meeting September 29 for a presentation by the Special Operational Workload Committee on preliminary results from their study of how the Board through its various committees carries out the work of running the club. It is hoped this committee will be able to make recommendations that would lessen the unsustainable workload of a few Board members.

### **Financial Results year to date**

Taco led a brief discussion of the Financial statement. One thing that stands out is the increased revenue resulting from the popularity of Conor's lessons.

Number of members to mid-September: 519.

## ***Attachments***

### **Annual Recurring Events**

#### ***Junior Open House – 1<sup>st</sup> Saturday in June***

June 3, 2023  
June 1, 2024  
June 7, 2025  
June 6, 2026

#### ***KTC Cup – Weekend before Victoria Day.***

Thursday, Sept 14 – Sunday, Sept 17, 2023  
Thursday, May 9 – Sunday, May 12, 2024  
Thursday, May 8 – Sunday, May 11, 2025  
Thursday, May 7 – Sunday, May 10, 2026

#### ***Mixed Doubles Club Championship – Weekend after Father's Day***

Thursday, June 22 – Sunday, June 25, 2023  
Thursday, June 13 – Sunday, June 16, 2024 (Due to wedding rehearsal dinner.)  
Thursday, June 19 – Sunday, June 22, 2025  
Thursday, June 25 – Sunday, June 28, 2026

#### ***Doubles Club Championship – Weekend after Wimbledon***

Thursday, July 20 – Sunday, July 23, 2023  
Thursday, July 18 – Sunday, July 21, 2024  
Thursday, July 17 – Sunday, July 20, 2025  
Thursday, July 23 – Sunday, July 26, 2026

#### ***Singles Club Championship – Weekend after Rogers Cup***

Wednesday, August 16 – Sunday, August 20, 2023  
Wednesday, August 14 – Sunday, August 18, 2024  
Wednesday, August 13 – Sunday, August 17, 2025  
Wednesday, August 19 – Sunday, August 23, 2026

#### ***Junior Open – Saturday/Sunday of Labour Day weekend***

Saturday, September 2 – Sunday, September 3, 2023  
Saturday, August 31 – Sunday, September 1, 2024  
Saturday, August 30 – Sunday, August 31, 2025  
Saturday, September 5 – Sunday, September 6, 2026

### **Optional Events**

New Member Mix & Match

Switch Doubles – (Will become a social one afternoon event likely on May 25 or June 1 in 2024.)

## **Confidential Report from Nominating Committee**

Members: Alma Thayer, David Corrigan, Maria Constandinou, Tracey Corrigan

Date of Meetings: Sept.08,23, Sept 15,23

### Sept 08, 2023

We reviewed the document that Donna prepared which identified anticipated needs and gaps for next season.

We each identified members whom we thought would be good additions to the board and could possibly fill those gaps.

Next, we looked through the complete membership list to further identify likely prospects

We identified approximately 16 members and assigned four prospects to each of the committee member for the initial approach.

Broadly speaking, the approach was to find out the prospect's level of interest and if he or she was not interested in serving as a board member to assess his/her willingness to volunteer -perhaps as a community member on a specific committee. We used the upcoming 100<sup>th</sup> celebration as a hook for certain prospects. For others we left it up to each nominating committee member to decide on the approach.

### Sept 15, 2023

Each committee member gave an update on the people they approached.

Date of next meeting- Sept 21,23

## **Junior Tennis Camp Survey** (separate document)

### **Programs Committee Report**

#### **Summary of committee discussions recommendations, and actions:**

##### **1. Club Championships -**

- Singles tournament went well. 25 men, 14 women. Another great BBQ coordinated by Abby.
- We also ran a 55+ men's which ended up being popular (12 registrations, member satisfaction). Would be good to keep doing this for singles.
- Junior Tournament and Skills Competition - a success, with a good turnout of juniors and a fun day for all of them. It was good to have the head pro in attendance. Thanks to volunteers Nadia, David, Arthur, John, Tracey.
- KTC Cup - with six teams, we were able to do a full round robin, which seemed to be popular with players, as it meant more tennis. Weather co-operated. Great BBQ thanks to Asia.
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## **2. Junior Camp survey results**

- Camp survey showed a high degree of satisfaction from parents. Average score on overall quality of the camp was 4.5/5. Most parents indicating they would send their child to a future camp.
- A few recurring comments, such as rainy day activities, and more tennis-related activities when off-court (especially). There is a hunger among some respondents for a higher calibre of tennis instruction ("More actual teaching ...").
- Some other notes: sign-in protocol, instructor engagement, communication around pick-up and drop-offs.
- Once we confirm staff for 2024, we can work with camp director, to implement new ideas/suggestions around curriculum, policies, parent communication, etc

## **3. Adult and Junior Clinics -**

- September clinics are all fully subscribed. We've seen lots of return participants, which obviously reflects well on their satisfaction with the programming this season

## **Maintaining Multiple Court Schedules**

This year, in order to accommodate the new camp schedule (9 to 4), we setup a custom schedule for Courts 4, 5 and 6 during July and August that ran on the hour. Courts 1, 2, 3 and 7 ran on the usual half hour.

We had no complaints about the multiple schedules, however, during the overlapping weeks when, in addition to the two schedules described above, we also needed a third schedule that was all courts back on the half hour. Having this third schedule did cause some booking frustration for some of our members.

We would like to propose that for the 2024 season, we continue with allowing Courts 4, 5 and 6 to be reserved on the hour from 7AM to 10PM and Courts 1, 2, 3 and 7 to be reserved on the half hour from 7:30AM to 10:30AM. The difference next season is that we would offer these schedules for the entire season thus avoiding any of the overlap that caused confusion this year.

Advantages include the flexibility this provides to members who prefer booking on the hour versus the half hour. The earlier 10PM closure of courts 4, 5 and 6 aligns with our preference to have late evening play funneled to Courts 2 and 3. A disadvantage is that the 'auto-assigning' of any available court would only apply to each grouping of courts.

**Motion:** I move to establish two schedules for the entire 2024 season with Courts 1, 2, 3 and 7 available to be reserved on the half hour from 7:30AM to 10:30PM and Courts 4, 5, 6 available to be reserved on the hour from 7AM to 10PM.

## **Finance Committee:**

### **Recent Events:**

- I calculated our claim amount for the Canada Summer Jobs Payment Claim and Activity Report and submitted it to complete the grant process. Of the \$34,000 we were granted, we may receive between \$28,741.79 and \$32,206.04, based on the (maximum applicable) hours worked by each employee. The CSJ Program has some issues with two employees who had substantially fewer hours than the required 30 hours/week and one who had substantially more hours, so our final grant may be less. Overall, only one steward and two camp staff made the required hours, although the camp staff were all very close. Hopefully we'll get a little more in addition to the advance of \$25,508 last month.

### **Membership and camps**

Membership revenues are marginally down from last year, with fewer couple and family memberships; we may get a few more student memberships between now and September 30.

Our camps in the end filled up fairly well, though not as well as last year, but camp revenues did edge last year's revenues.

### **Lessons**

Lesson revenues are much higher than previous years, and both group lessons and private lessons show increased net revenues compared to last year, with private lesson revenues more than doubling despite lower per-court fees.

### **Ongoing and upcoming issues for 2023:**

- a. Implementing a succession planning process for the treasurer position (working with new subcommittee).
- b. Liaising with other committees to ensure that the KTC budget reflects specific plans and programs that will be implemented.
- c. Putting together a ten-year capital project plan that will summarize expected capital expenditures related to courts and facilities, and their financing. (This is separate from our regular operating budget).
- d. One of the considerations this month is to pay off the \$20,000 remaining variable portion of the mortgage, considering that we will likely not be repainting courts 4-6 in 2024 as originally planned, in order to minimize construction during the centennial year. These courts have held up fairly well so far. As a result, our cash flow next year is expected to increase.

- e. We are looking at implementing a convenience fee for people who use the online credit card payment facility: since July 11, the cost of online credit cards has averaged 3.37% or in excess of \$1,000 on about \$32K in sales, which implies over \$10,000 in credit card fees, if most sales were processed via credit card. Implementing a 3% convenience fee on credit card sales, while simultaneously offering a "free" e-transfer option for sales of memberships, camps and other programs prior to the club's official opening in April, will limit the net cost of credit cards to a range of \$1K-\$2K per year, while affording members the convenience of immediate credit card payments at a small cost. i.e., a win-win.
- f. Lower sales of parking passes have resulted in several years of net losses on the parking contract with the city of Kingston. The contract allows our members to park close to the club during restricted hours without fear of getting a parking ticket; the contract has one more year to go. We have to evaluate the cost/benefit of this arrangement with an eye on bylaw vigilance in the absence of a parking arrangement, and perhaps on increasing awareness and sales of the parking passes next season.